

**CITY OF MIDDLETOWN  
PURCHASING DEPARTMENT**

---

**ADDENDUM #1 RFP #2015-023**

**Environmental & Architectural Service – Middletown Community Boathouse**

Date Issued: September 14, 2015

**ALL BIDDERS ARE HEREBY ADVISED OF THE FOLLOWING INFORMATION AND/OR MODIFICATIONS TO THE CONTRACT BID DOCUMENTS:**

- Pre-bid meeting minutes/attendee list
- Revised RFP Proposal Pages

**INVITATION TO BID**

The date set for the receipt of proposals will remain the same.

**\*\*\*Wednesday, September 30, 2015 at 3:00 PM\*\*\***

**PLEASE VERIFY THAT YOU HAVE RECEIVED THIS NOTIFICATION IN THE SPACE BELOW AND FAX OR EMAIL THIS PAGE BACK TO THE PURCHASING DEPARTMENT.**

**FAX: 860-638-1995 EMAIL: [purchase@middletownct.gov](mailto:purchase@middletownct.gov)**

**BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM #1: \_\_\_\_\_**  
**COMPANY NAME**

All bidders are hereby advised of the following amendments to the contract bid documents which are hereby made an integral part of the specifications for the subject project, prepared by the City of Middletown to the same extent as all other documents. All work shall conform to the standards and provisions of same. Bids submitted shall be deemed to include contract document information as shown in Addendum No. 1. General bidders shall notify sub-bidders that may be affected by this addendum as applicable. **Bidders shall be required to acknowledge receipt of this addendum.**

**Failure to acknowledge receipt of this addendum by the bidder may result in the rejection of their bid.** Bidders are directed to review changes to all portions of the work as changes to one portion may affect the work of another.

**Total Addendum: 6 pages (See page 4 for "revised proposal pages")**

**\*\*\*BIDDER NOTE:** If you have already submitted a bid you shall be required to acknowledge receipt of this addendum under separate cover in a sealed envelope clearly marked with the bid number and description. This acknowledgment must be received by the time and date specified to be accepted by the City.

\_\_\_\_\_  
Donna L. Imme, CPPB  
Supervisor of Purchases

**Pre-bid Meeting Minutes For  
RFP #2015-023 Environmental and Architectural Services  
Middletown Community Boathouse**

**Date:** Wednesday, September 9, 2015 at 10:00 am  
**Adjourned:** 11:15 am  
**Meeting Location:** at site, 80 Harbor Drive, Middletown, CT  
**Attendees:** See attached list

**Donna Imme, Purchasing Supervisor opened the meeting and first introduced Michiel Wackers, Director of Planning Zoning and Conservation and Joseph Samolis, Mayor's Chief of Staff.**

**Donna Imme discussed the following:**

1. Proposals are due Wednesday, September 30, 2015 by 3:00 pm
2. All questions shall be submitted to the Supervisor of Purchases via fax 860-638-1995 or email [purchase@middletownct.gov](mailto:purchase@middletownct.gov). **The deadline for receipt of questions is Friday, September 16, 2015 by Noon.**
3. All Addenda's, pre-bid meeting minutes, etc. shall be posted to the City's website. Bidders shall be responsible for checking the website for all additional information and all addenda's and shall also acknowledge the addenda in their bid where indicated on the proposal pages. Website is [www.middletownct.gov](http://www.middletownct.gov) Again; it is the responsibility of all bidders to visit the website prior to submitting their final bid.
4. Page 12 of the RFP includes a checklist of documents that are to be included and submitted along with the proposal pages (12-14).
5. Bid item #2 has been revised to reflect the following:

2	<p><del>Lump sum fee to complete environmental remediate site and design new boathouse and banquet facility.</del></p> <p><b>Fee schedules required for environmental remediation for new boathouse and banquet facility.</b></p> <p>Number of calendar days to complete_____</p> <p>_____ (\$ _____)</p> <p>Written figures</p>
---	--

Page 8, item #2 under "Fee Schedule" has been revised as follows:

**2. FEE STRUCTURE:**

~~**LUMP SUM:** The selected Consultant shall be required to submit their fees to provide the services as specified, on the form provided to the format indicated. Fees for this service shall be submitted on a lump sum "not to exceed basis". No additional charges for reimbursable expenses shall be accepted for this service.~~

The selected Consultant shall be required to submit their fees to provide the services as specified. Fees for this service shall be submitted as requested on the bid proposal pages. No additional charges for reimbursable expenses shall be accepted for this service.

**Michiel Wackers, Director of Planning, Conservation and Development shared the following information:**

- Referendum to be held spring or fall of 2017, actual date to be determined.
- Engineer's estimate has to be accurate to avoid going over budget when the time comes for construction
- All proposals submitted shall account for any permits relative to any state or federal rules and regulations.
- The awarded firm will be required to participate in a variety of meetings. Approximately two monthly meetings and/or communications with city staff as well as the State of Connecticut. In addition, during the project, participation will be required that the awarded firm attends two public meetings; kick-off and a concept review meeting.

Meeting adjourned: 11:15

See below for "Revised Proposal Pages"

**REVISED PROPOSAL PAGES  
REQUEST FOR PROPOSAL  
RFP #2015-023**

Issued: **08/20/2015**

Reply Date: **Wednesday, September 30, 2015 by 3:00 PM**

To: Donna L. Imme, CPPB  
Supervisor of Purchases, Room 112  
Municipal Building, 245 DeKoven Drive  
Middletown, Connecticut 06457

We, the undersigned submit our proposal for consultant services to complete Environmental and Architectural Services for the Middletown Community Boathouse and Banquet Facility, in accordance with the Scope of Services outlined in this request and submit for your consideration the following:

**RESPONDENT CHECKLIST**

We have submitted the following for your review:

1. Letter of Transmittal and detailed approach \_\_\_\_\_
2. The Environmental Firm's brochure, if available; \_\_\_\_\_
3. The Architectural Firm's brochure, if available; \_\_\_\_\_
4. Qualification Summary \_\_\_\_\_
5. Resumes of Key Personnel to be assigned to the project \_\_\_\_\_
6. Statement about how the team will be structured and past experience in collaborating, if any. \_\_\_\_\_
7. A summary of the Environmental firm's related experience that is similar in scope to this project \_\_\_\_\_
8. A summary of the Architectural firm's related experience that is similar in scope to this project \_\_\_\_\_
9. A minimum of three (3) client references from Municipalities in Connecticut for environmental remediation projects that may relate \_\_\_\_\_
10. A minimum of one (1) client references for a boathouse projects that may relate \_\_\_\_\_
11. A minimum of one (1) client references for a Banquet facility projects that may relate \_\_\_\_\_
12. A list of any proposed subcontractors (engineering firms, etc.) \_\_\_\_\_
13. A brief statement on proposed schedule and ability to complete the project no later than December 31, 2016 \_\_\_\_\_
14. Non-Collusive Statement \_\_\_\_\_
15. A brief statement detailing whether your firm is currently in litigation or has been involved in litigation in the past five (5) years. If there is litigation history please explain the circumstances and the outcome \_\_\_\_\_
16. Affirmative Action Statement. \_\_\_\_\_
17. Submit **Eight (8)** Copies of Proposal \_\_\_\_\_

**THE BID MUST BE SIGNED BY THE BIDDER TO BE ACCEPTED**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE AND TITLE

# SCHEDULE OF FEES

Item #	Description
1.	<p><b>Lump sum fee to complete environmental assessment to remediate site and design new boathouse and banquet facility.</b></p> <p>Number of calendar days to complete_____</p> <p>_____ (\$ _____ )</p> <p>Written figures</p>
2	<p><del>Lump sum fee to complete environmental remediate site and design new boathouse and banquet facility.</del></p> <p><b>Fee schedules required for environmental remediation for new boathouse and banquet facility.</b></p> <p>Number of calendar days to complete_____</p> <p>_____ (\$ _____ )</p> <p>Written figures</p>
3	<p><b>Lump sum fee to complete 40% architectural and design for new boathouse and banquet facility.</b></p> <p>Number of calendar days to complete_____</p> <p>_____ (\$ _____ )</p> <p>Written figures</p>

Receipt of Addenda is acknowledged:

Addendum No.1 \_\_\_\_\_ Date\_\_\_\_\_

Addendum No.2 \_\_\_\_\_ Date\_\_\_\_\_

**PLEASE NOTE: All of the information below is REQUIRED. Please do not leave any information blank.**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Corporation Name** (if applicable)

\_\_\_\_\_  
**Company Name**

**Mailing Address:**

**Payment Address** (If different from mailing addr.):

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
City, State and Zip

**FEIN NUMBER:** \_\_\_\_\_ -- \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_ **Individual / Sole Proprietor**

**(Please Check One)**

\_\_\_\_\_ **Limited Liability Company / Partnership**

\_\_\_\_\_ **Corporation**

**Contact Information**

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Additional Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**SIGN HERE: I hereby certify that the above information is correct.**

\_\_\_\_\_  
**Print or Type Name & Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**WITH EACH PROPOSAL, THE BIDDER SHALL SUBMIT A SIGNED NON-COLLUSIVE STATEMENT ON THE FORM ENCLOSED HERE-IN.**